



STATE OF DELAWARE DEPARTMENT OF INSURANCE SURPLUS LINES BROKER PREMIUM TAX FORMS MAILING AND REMITTANCE GENERAL INSTRUCTIONS

The Delaware Insurance Department has established a lockbox operation with National City Bank for receipt of premium taxes and fees, including SL premium taxes. The Department selected National City's Chicago lockbox operation for receiving and processing tax payments in part because of its centralized location for receiving mail and deliveries from across the country. Lockbox personnel receive payments and premium tax forms, date stamp and process the packages, electronically image all documents, deposit payments into the Department's account, and forward data and materials to the Department.

Send the premium tax forms SL-1917 and SL-1916, along with a check (if applicable), to one of the addresses listed below. **DO NOT** send premium tax forms or checks directly to the Department.

Make all checks payable to "Delaware Insurance Department".

If using U.S. Postal Service (regular mail):	If using Courier or Express Service (overnight):
Delaware Insurance Department c/o National City Bank 6610 Reliable Parkway Chicago, IL 60686	Delaware Insurance Department c/o National City Bank Attention: Lockbox # 6610 5635 S. Archer Ave. Chicago, IL 60638-1656

NOTE: Premium tax forms (and payment if applicable) must be **received** on or before the due date listed for the forms. The Department considers the date a filing is received by the lockbox as the submission date. The Department does not accept a postmark date. An administrative penalty for failure to timely file will be assessed if filings are received after the due dates.

Surplus Lines Premium Tax Forms: There are two types of premium tax reports that SL brokers are required to submit:

- Form SL-1917 – the Quarterly Premium Tax Report, due on or before April 30, July 30, October 30 and January 30 each year. **NEW!**
(See SL Bulletin # 7 for more information regarding new form SL-1917.)
- Form SL-1916 – the SL Premium Tax Annual Summary Report, due on or before March 1 each year.

Specific instructions for completing these premium tax forms are described in the *Surplus Lines Brokers Procedures Manual* available after January 1, 2007 on the Department's website at

www.delawareinsurance.gov

IMPORTANT: Only premium tax forms and payments should be sent to the National City Bank lockbox address selected. **DO NOT** send other SL broker submissions to the lockbox.

Any questions regarding SL premium tax submissions should be directed to Ann Fletcher, Tax Coordinator, by email at Ann.Fletcher@state.de.us, or you may call 302-674-7300 and ask for the Surplus Lines section.



STATE OF DELAWARE DEPARTMENT OF INSURANCE
SURPLUS LINES
PREMIUM TAX ANNUAL SUMMARY REPORT
FOR THE CALENDAR YEAR 2006, DUE MARCH 1, 2007

Original Report ☐

Amended Report ☐

Form SL-1916-06

MAILING INSTRUCTIONS

The Delaware Insurance Department has established a lock-box operation with National City Bank for receipt of premium taxes and fees. Send this SLB-1916 form, along with a check (if applicable) to one of the addresses listed below. **DO NOT** send this form or checks directly to the Department. **NOTE:** Premium tax filings must be received on or before the appropriate due date. The Insurance Department does not accept postmark dates. An administrative penalty will be assessed for filings received after the due dates.

Attach Check Here

If using U.S. Postal Service (regular mail):

Delaware Insurance Department
c/o National City Bank
6610 Reliable Parkway
Chicago, IL 60686

If using Courier or Express Service (overnight):

Delaware Insurance Department
c/o National City Bank
Attention: Lockbox # 6610
5635 S. Archer Ave.
Chicago, IL 60638-1656

SURPLUS LINES (SL) BROKER INFORMATION AND MAILING ADDRESS

SL Broker Name: _____
Agency Name: _____
Agency Address: _____
City - State - Zip + 4: _____
Tax Contact Name: _____
E-mail: _____
Phone #: _____ Fax #: _____

Broker ID #: (DE Lic. #) _____
Agency ID #: _____
Home State (abbr.): _____

Questions should be directed to:

Ann Fletcher
Tax Coordinator
E-mail: Ann.Fletcher@state.de.us

GROSS PREMIUMS TAX SUMMARY

1. Total Surplus Lines Premiums Written during 2006:	\$	_____
2. LESS: Premiums returned during 2006	\$	_____
3. Net Surplus Lines Premiums Written (Line 1 - Line 2):	\$	_____
4. Premium Tax Rate (2%)	X	.02
5. TOTAL Premium Tax Due (Line 3 x Line 4):	\$	_____
6. LESS: Total Amount Prepaid during 2006:	-	_____
7. Net Premium Tax Due (Line 5 - Line 6):	\$	_____

Attach payment for this amount. ➔

REPORT OF GROSS PREMIUMS FOR STATE SUPPORT OF FIRE COMPANIES

In accordance with 18 Del. C., §705(a), all premiums written in Delaware (less return premiums) under the lines listed below must be reported in this section. The portion of allocable premiums written, as determined by *location of risk*, must be reported for each of the four geographical regions within the State. **THIS IS NOT A TAX.** The State of Delaware uses this information to determine the amount of financial support volunteer fire companies receive from the State.

Applicable "Fire" Lines of Business: Fire, Extended Coverage, Other Allied Lines, Homeowner (package policy), Commercial Multiple Peril, Growing Crops, (as specified in 18 Del. C., §705(a)) Ocean Marine, Inland Marine, Automobile Physical Damage and Aircraft Physical Damage

	TOTAL PREMIUMS (Including "Fire" Premiums)	"FIRE" PREMIUMS (as listed in §705)
City of Wilmington	\$ _____	\$ _____
New Castle County (outside the City of Wilmington)	\$ _____	\$ _____
Kent County	\$ _____	\$ _____
Sussex County	\$ _____	\$ _____
2006 TOTAL	\$ _____	\$ _____

AFFIDAVIT

I hereby verify, in accordance with 18 Del. C., §1916 (a), that the information contained in this report is a true and correct statement of all surplus lines insurance transacted by me in the state of Delaware during the calendar year 2006.

Signed this date: _____

Notary Seal

Sworn to and subscribed before me this date.

Printed Name of SL Broker (as listed above)

Sign Here

Signature of Reporting SL Broker

Notary Public